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NIH Library . . . in Brief

HE 20.3002:

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To Call for Information

Circulation Desk	496-5611	10/1L21
Computerized Information Searches	496-1156	10/1L21
Interlibrary Loan	496-4651	10/1L19
Photocopy	496-2982	10/B1L212
Reference Assistance	496-2184	10/1L21
Translations	496-2257	10/1L09K

Library Location

Warren G. Magnuson Clinical Center
(Building 10)
first floor near Masur Auditorium

Hours of Operation

Monday-Thursday	7:45 a.m. to 10:00 p.m.
Fridays	7:45 a.m. to 6:00 p.m.
Saturdays	8:30 a.m. to 6:00 p.m.
Sundays and Holidays	1:00 p.m. to 5:00 p.m.
Full Service Hours Monday-Friday	8:30 a.m. to 5:00 p.m.

When government offices are officially closed under emergency conditions, Library hours will revert to Sunday and holiday hours.

The NIH Library . . . in Brief

The NIH Library is an open stacks research library. Its objective is to provide comprehensive support to the National Institutes of Health scientific, administrative and clinical programs. Responsive to the literature needs and research emphases of the NIH scientific community, the Library maintains an extensive collection of books and journals in biomedical research fields including medicine, health sciences, chemistry, physiology, biology and physics.

The NIH Library is organized into three operating sections and the Office of the Chief, which provides overall direction and administrative support for the entire Library. The sections are Reference and Bibliographic Services, Readers Services, and Technical Services.

Library Staff

Branch Chief	496-2447	10/1L25G
Deputy Chief	496-4541	10/1L25H
Administrative Officer	496-5791	10/1L25A
Chief, Readers Services Section	496-4651	10/1L19A
Chief, Reference and Bibliographic Services Section	496-1156	10/1L21A
Chief, Technical Services Section	496-3527	10/1L09B

Arrangement of the Collection

	How to Search
Books	To determine if the Library owns a specific *book* or has *books* on a particular subject, use the *online catalog*. Computer terminals are located throughout the Library.
Journals	To find out if the Library owns a *journal*, use the • online catalog. • printed lists located near the journal shelving.
Abstracts and Indexes	To find out which *abstracts and indexes* the Library owns, use the • online catalog. • printed lists located near the journal shelving.

Shelf Arrangement	Location
Books are arranged according to the Library of Congress classification system.	*Reference Books*—Upper Level *All others*—Lower Level
Journals are arranged alphabetically by *each* word as it appears in the title, except when an article begins the title. Initial articles are always omitted.	*Latest 4 years*—Upper Level *All others*—Lower Level
Abstracts/Indexes are arranged alphabetically by *each* word as it appears in the title, except when an article begins the title. Initial articles are always omitted.	Upper and Lower Levels Check the online catalog or journal lists for location of each title.

Library Services

Library Card
Although the NIH Library is open to the general public for on-site use of its collection, most of its services are available to NIH Library card holders only. Inquire at the Circulation Desk to find out if you are eligible to receive a Library card.

Library Orientation
Public tours, lasting about 45 minutes, begin at the Reference Assistance Desk each Wednesday at 2 p.m. Special tours or instruction on use of the Library's resources can be arranged for individuals or groups. Library classes are announced periodically in the NIH Record.

Circulation
Loan Period

Two Weeks for
- books published in the last two years.
- second copies of journals.

Four Weeks for
- books published prior to last two years.

Non-Circulating Materials

- Journals of which there is only one copy
- Abstracts and Indexes
- Reference books
- Books labeled "Non-circulating"
- New books on display
- Microforms

Return all Library materials to the Circulation Desk or to Library collection boxes located in most NIH buildings on and off campus.

Renewals granted if no reserve requests are waiting.

Reference

The reference collection includes encyclopedias, dictionaries, handbooks and specialized textbooks for quick access to information.

The reference service provides general information on Library holdings, services and equipment, bibliographic verification, and use of library materials.

Services are available to NIH staff, other libraries and, as time permits, the general public, at the Reference Assistance Desk and by telephone Monday through Friday, 8:30 a.m. to 5:00 p.m.

Computerized Information Searches

About the Service

The Library, using the major computerized information retrieval systems, can produce a search tailored to specific subject needs.

Who May Use It

Personnel who present valid cards and who request searches necessary for NIH work-related activities.

Where/When Available

At the Reference and Bibliographic Services Section (Room 1L21) between 8:30 a.m. and 5:00 p.m.

Interlibrary Loan

If a book or journal needed for NIH work-related activities is not available in the NIH Library, the Interlibrary Loan Unit will attempt to obtain it. Complete an NIH Library Loan and Copy Request Form 232 for each item to be borrowed and mail it to the Circulation Desk, or submit it to the Interlibrary Loan Unit in person. Special requirements for this service should be discussed with the Interlibrary Loan Librarian.

Missing Books/Journals
If you have determined that the Library owns a particular book or journal but cannot locate it on the shelves, complete a Form 232 at the Circulation Desk and the Library staff will search for the item for you.

Translations
Staff provides written or oral translations from one language to another, through outside contractors or in-house personnel. Contact the Translation Unit for further information.

Photocopy
Library card holders may photocopy library material using machines provided at the Copy Service Unit on the lower level or may leave items there to be photocopied by staff.

Pay machines are provided for non-NIH personnel.

Advisory Service
Staff of the Library will advise on organization and maintenance of office collections and the development of computerized bibliographic control capabilities.

Contact the Reference and Bibliographic Services Section for assistance.

Instruction
Formal class instruction and laboratory tutorials on MEDLINE and Grateful Med are available through staff of the Reference and Bibliographic Services Section.

Other Information

Private Study Carrels
A limited number of individual private study carrels may be reserved on a first-come basis. Please inquire at the Circulation Desk.

Telephones
For NIH internal calls, there are several telephones on each floor of the Library. For calls outside NIH, the nearest pay telephones are located near the entrance to Masur Auditorium.

Recommendations for Acquisitions
Recommendations for acquisitions of books and journals are welcome. Forms are available on a stand near the Circulation Desk. Send recommendations to Chief, Reference and Bibliographic Services.

Security System
The Library collection has been specially sensitized and any items not properly checked out will trigger an alarm at the Library's exit gate.

Suggestions
A suggestion board is located near the Circulation Desk. Your signed comments and suggestions on the Library's collection and services are welcome.

Public Terminal
A terminal near the Reference Desk is available to Library users who wish to access online systems using their own passwords.

Library Services Information
Expanded information about Library services is available in the online catalog and on information sheets located at the Circulation Desk.

Notes

DRS

Division of Research Services
Library Branch

Revised October 1989